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3 December 1955

MEMORANDUM FOR: Director of Training  
Chief, Management Staff

SUBJECT: Personnel Ceiling for the Office of Training.

REFERENCES: (a) Memo dtd 23 Sep 55 to DD/S fr D/Trg, same subject.  
(b) Memo for the Record dtd 22 Oct 55 by DD/S, same subject.  
(c) Memo dtd 23 Nov 55 to DD/S fr D/Trg, same subject.

1. After carefully considering the referenced memoranda the following is directed:

a. The Office of Training is authorized a temporary increase in personnel ceiling of 19 positions. Their new ceiling is temporarily fixed at [REDACTED]

b. Within this ceiling the Area Training Program and the Intelligence Literature Program should be continued at their present levels.

c. The Chief, Management Staff will immediately examine the Clerical Training Program, in consultation with the Directors of Training and Personnel, and make recommendations to the Deputy Director (Support) as to whether or not essential clerical training could be carried on with less than 11 people.

d. The personnel ceiling for the Office of Training will again be examined upon completion of a study of all activities now performed by staff personnel in that component which may be susceptible to accomplishment by contract.

2. All concerned realize, I am sure, that our objective is to do our job with the minimum essential personnel and that efforts to find ways and means to do our work with fewer people should be a continuous process.

/s/

~~SECRET~~

L. K. WHITE  
Deputy Director  
(Support)

DD/S:LKW:laq  
Distribution:

cc: Director of Personnel-w/cc of ref.(c)  
Comptroller

DD/S chrono

DD/S subject of ref.(c) and other background